

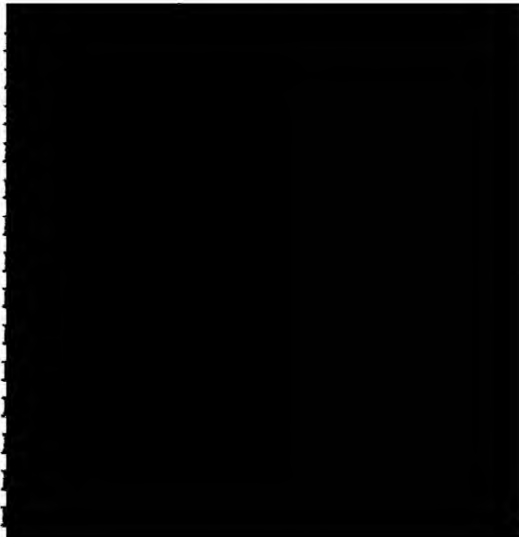
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25 March 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of Planning Group Meeting  
1 March 1960

PRESENT



COMPONENT

O-DD/P  
O-DD/P  
O-DD/P  
Cable Secretariat  
Cable Secretariat  
OCI  
OCI  
OCR  
OCR  
ORR  
MGT/S  
OC  
OL  
OTR

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SPECIAL PARTICIPANTS (part of meeting only)



- Mgt. Staff  
chief, K Bldg. Printing Plant

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1. The Chairman distributed a set of comments he had prepared on the background papers sent to members 19 February. He then asked for discussion on the topic covered by each background paper.

2. Reproduction of CS Reports

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(a) [redacted] who conducted the recent management study on the reproduction of CS reports, and [redacted] chief of the K Bldg. plant where these reports are reproduced and distributed, were present to discuss this topic and answer questions about it.

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(b) [REDACTED] pointed out the principal improvements resulting from the survey of the K Bldg. plant and noted that, since this was a procedural study only, its maximum benefits have probably already been realized--or soon will be when new equipment that was recommended is installed. A final report of the management study will be prepared after the new equipment is in operation, perhaps two months hence. Already, however, the plant is processing reports in a "mean" time of 15 working hours and has a system for processing priority reports in as little as one hour. [REDACTED] said the Planning Group would like to see a copy of the final management report.

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(c) [REDACTED] was asked whether CS (and OO/C) reports will be processed at the [REDACTED] plant after we move to the new building at Langley. She said "no." The direct distribution pattern for these reports and the requirement for speed in their processing dictates the need for a special plant close to originating components to handle the work; space for this purpose has been provided in the new building and designed in accordance with the management study.

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(d) A discussion then followed concerning trends in the volume of CS reports handled by the K Bldg. plant which now processes about 6,000 mats (pages) per month, down 10% from the volume of four months ago. [REDACTED] asked whether the Cable Secretariat will continue to reproduce [REDACTED] reports if their number increases sharply or will shift this load to the K Bldg. plant. [REDACTED] offered the opinion that DD/P will ultimately have a data processing center that can do some multiple copy work and will affect this picture.

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(e) [REDACTED] inquired whether the K Bldg. plant could handle reports any faster if the volume decreases. [REDACTED] thought not, at least not appreciably.

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(f) [REDACTED] asked about plans for electrical dissemination of reports to other agencies. [REDACTED] replied that the system DD/I is planning is intended primarily for finished intelligence. [REDACTED] added that such a system won't help much if multiple hard copies are needed; each report must now be prepared in 85-110 copies.

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(g) [REDACTED] asked why Management had not recommended a longer work day for the K Bldg. plant (it operates on a normal 8 hour a day, 5 day a week schedule). [REDACTED] replied that she had been given no specific time requirement as a target and felt that 15 "mean" hours processing time is pretty good when compared with the total time required to move a report from originator to customer. For instance, a mean time of 3 1/2 working hours is spent just in transporting mats from DD/P divisions to the K Bldg. plant. Thus, unless someone else calls the signal, [REDACTED] would shift attention to other delays in the processing pipeline before recommending a double shift for the reproduction plant.

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(h) In summing up the presentation, [REDACTED] echoed this last statement by saying that the time required in the K Bldg. plant to reproduce and distribute reports has now been cut about as low as it can be unless the plant work-week is increased beyond 40 hours. He expressed the view that persons interested in speeding up the reporting system can now concentrate their efforts more profitably on other areas.

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### 3. Logging of Classified Reports

(a) [REDACTED] suggested the Planning Group not concern itself with the problem of logging which is already under intensive study by the Central Reference Advisory Group (CRAG). However, he did ask why a single "logging" system can't be adopted for all classified materials below TOP SECRET. [REDACTED] replied that techniques vary so widely throughout the Agency that a uniform system may be hard to sell.

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(b) [REDACTED] agreed that the Planning Group need only keep informed of important decisions made elsewhere in the Agency about logging and has no reason to try to participate in such decisions.

### 4. Dissemination and Reading Panels

There was no discussion of this topic beyond the comments distributed by the Chairman which expressed the view that this problem is not within the province of the Planning Group.

### 5. Coding of Information Reports

Time permitted only a partial consideration of this topic. Discussion centered around the reasons why [REDACTED] reports are no longer

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being coded during processing. It was agreed that the change was justified in view of the low quantity and quality of [REDACTED] coming in at this time, and that DD/P should signal the point when the matter ought to be reopened.

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6. Addition of [REDACTED] System

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25X1A [REDACTED] reported that 2 Flexowriters are being shipped to [REDACTED] and should be in operation within the next month. [REDACTED] will begin originating there as soon as personnel become familiar with the equipment.

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[REDACTED]

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Secretary

Distribution:

1 - DPD-DD/P

1 - O-DD/I [REDACTED]

1 - IG Staff [REDACTED]

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1 - RQM/FI [REDACTED]

1 - SPA-DD/S

3 - D/CO

1 - AEO-DD/P

2 - OS [REDACTED]

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2 - MGT/S

1 - Cable Secretary

1 - O-DD/C [REDACTED]

1 - OCI (Mr. [REDACTED])

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1 - ORR (Mr. [REDACTED])

1 - OCR (Mr. [REDACTED])

3 - OTR (Mr. [REDACTED])

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